



Civil Service Board Regular Meeting

Agenda

July 9, 2024 @ 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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assistance & appeals

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please note

Times are projected and subject to change.

1. Call to Order

- a. Election of Vice-Chairman

2. Consent Agenda

- a. Approve the minutes of June 4, 2024

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. Officer off of Probation-George Gonzalez
- b. Off Duty Employment Request-Captain McComie
- c. Off Duty Employment Request-Sergeant Combas
- d. Certification of the Engineer's Eligibility List-Fire Department
- e. Fire Departments SOG's
 - SOG 210 Firefighting Practices-Special Considerations for Garden Apartment Type Complexes
 - SOG 212 Response to Buildings with Automatic Fire Alarm Systems
 - SOG 213 Response to Buildings with System Connections
 - SOG 318 Post Exposure Prophylaxis Administration

5. Non-Action Items**6. Staff Updates**

- a. Police Department
- b. Fire Department

7. Board Comments**8. Upcoming Agenda Items**

- a. Relocation of Civil Service Meeting to Public Safety Building

9. Adjournment



Civil Service Board

agenda item 2.a

item type

Consent Agenda

meeting date

July 9, 2024

prepared by

Kathleen Reed, Administrative Coordinator III

approved by**subject**

Approve the minutes of June 4, 2024

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. June 4, 2024 Minutes (1)



Civil Service Board Regular Meeting Minutes

June 4, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Vice Chairman Terry Hotard, Chief Examiner Wayne Kalish, Board Members: Dr. Beth Phillips, Terry Rooth, Javier Rodriguez and Tod Meadors(virtually). Also present: Deputy Chief Lisa Suepat, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent: Chief Tim Volkerson

1. Call to Order

Vice Chairman Hotard called the meeting to order at 5:00 p.m.

Vice Chairman Hotard stated that Chairman Bill Segal had recently been appointed to the Planning and Zoning Board for Winter Park and, due to his appointment, the board would need to elect a new Chairman. **Motion made by Mr. Rodriguez to elect Dr. Phillips as the Board Chair ; seconded by Mr. Rooth. Motion carried unanimously with a 6-0 vote.**

2. Consent Agenda

- a. Approve the minutes of May 7, 2024

Motion made by Mr. Hotard to approve the May 7, 2024; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None

4. Action Items

- a. Certification of Sergeant's Eligibility List - Police
- b. Certification of Lieutenant's Eligibility List-Police

Deputy Chief Suepat asked board members to certify the Sergeant's Eligibility List. Deputy Chief Suepat informed that the eligibility list for Sergeant and Lieutenant is valid for 6 months after the board certifies. It was decided by the board to certify the Sergeant's and Lieutenant's Eligibility List with one motion. **Motion made by Mr.**

Rodriguez to approve the Sergeant's and Lieutenant's Eligibility List; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.

c. Police Officer Sponsorship Interview- Bryan Cuddy

Lieutenant Roesner introduced Police Sponsorship Candidate Bryan Friday. Mr. Friday provided a brief background and responded to questions from board members. **Motion made by Mr. Hotard to approve Mr. Friday for sponsorship; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.**

d. Police Officer Interview-Michael Cuddy
Police Officer Interview-Marley Menoud

Lieutenant Roesner introduced Police Officer Candidate Marley Menoud. Ms. Menoud provided a brief background and responded to questions from board members. In between interviews, a discussion was held concerning pension plan options when moving to another agency. Lt. Roesner and Chief Hagedorn provided a brief overview of options that are available for police and fire personnel.

Next, Police Officer Candidate Michael Cuddy(appeared virtually) was introduced. Mr. Cuddy also provided a brief background and responded to questions from board members. **Motion made by Mr. Rooth to certify both candidates; seconded by Mr. Hotard. Motion carried unanimously with a 6-0 vote.**

e. Approval of the Lieutenant Promotional Exam list-Fire

Chief Hagedorn requested board members to certify the Lieutenant's Promotional Exam List. **Motion made by Mr. Rodriguez to approve the Lieutenant's Promotional Exam List; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.**

f. Hiring Process for Firefighter(not on agenda)

Chief Hagedorn requested permission to begin the hiring process for firefighter. **Motion made by Mr. Rodriguez to begin the hiring process for firefighter; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.**

5. Non-Action Items

6. Staff Updates

Police Department

- Master Police Officer Jim Whitman retired on May 31, 2024

- Lt. and Sgt. Promotion Ceremony to be held on June 5, 2024 @3:00 p.m./Ray Beary Community Room.

Fire Department

- Announced resignation of firefighter after 3 years of service.
- Board Member Orientation - June 13, 2024@6:30 p.m. Commission Chambers.

7. Board Comments

During the May meeting, it was agreed upon to reschedule the start time to 5:00 p.m. and end by 5:45 p.m. in order to accommodate the Planning and Zoning Board which begins at 6:00 p.m. However, it has been determined that the Planning and Zoning staff will need access to the Commission Chamber no later than 5:30 p.m. Mr. Rodriguez suggested that we choose another date and time or move the meeting to the Public Safety Building.

A brief discussion was held in regard to moving the meeting to the Public Safety Building/Ray Beary Community Room.
Top points below:

- The room is equipped with audio and video abilities
- Ample parking at PSB
- Higher participation from FD and PD personnel
- IT will not be available to assist if there is an issue
- Second person needed to assist with the zoom portion of meeting
- Additional cameras needed
- Additional microphones needed

Dr. Phillips informed that she would speak with city management and requested that each department speak with city personnel regarding IT support and technology issues.

Due to the July 4th Holiday, it was suggested to reschedule the meeting to July 9th.

Motion made by Mr. Rodriguez to reschedule the Civil Service Meeting to July 9th at 5:00 p.m.; seconded by Mr. Kalish. Motion carried unanimously with a 6-0 vote.

8. Upcoming Agenda Items

Relocation of Civil Service Meeting to Public Safety Building

9. Adjournment

Meeting was adjourned at 5:42 p.m.

ATTEST:

Approved by the board on
/s/ Kathy Reed, Board Secretary



Civil Service Board

agenda item 4.a

item type

Action Items

meeting date

July 9, 2024

prepared by**approved by****subject**

Officer off of Probation-George Gonzalez

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Gonzalez-Probationary Period

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: Chief Timothy R. Volkerson 

FROM: Captain Scott Williams

DATE: May 29, 2024

SUBJECT: Probationary Period – Officer George Gonzalez

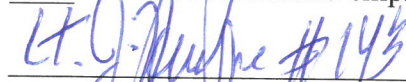
Police Officer George Gonzalez's one-year probationary period ends on June 26, 2024. Based on your knowledge and observation, please indicate your recommendation below as to whether this employee should be changed to permanent status.

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.



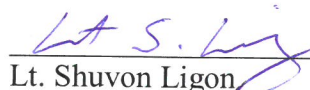
Lt. David Graham

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.



Lt. Jeff Hershone

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.



Lt. Shuvon Ligon

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.



Lt. Matt Walker



Civil Service Board

agenda item 4.b

item type

Action Items

meeting date

July 9, 2024

prepared by**approved by****subject**

Off Duty Employment Request-Captain McComie

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Off-Duty Employment-McComie

**Winter Park Police Department
MEMORANDUM**

TO: Tim Volkerson, Chief of Police 
FROM: Captain Garvin McComie # 152 
VIA: Chain of Command
DATE: June 13, 2024
REFERENCE: Request for Off-Duty Employment

I am requesting the approval of working in an off duty capacity at the Valencia Criminal Justice Institute as a Defensive Tactics Instructor for both the day and night academy.



Civil Service Board

agenda item 4.c

item type

Action Items

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prepared by**approved by****subject**

Off Duty Employment Request-Sergeant Combas

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Off-Duty Employment-Combas

**Winter Park Police Department
MEMORANDUM**

TO: Tim Volkerson, Chief of Police 

FROM: Sergeant John Combas, ID #108 

VIA: Chain of Command 

DATE: June 13, 2024

REFERENCE: Off-Duty Employment

I am submitting this memo for off-duty employment. Specialized Training Consultants, LLC is an education consulting company which will be providing law enforcement personnel with advanced training courses. Training courses to include, but not limited to, undercover operations, surveillance operations, and wiretap operations. I am currently the CEO of the company and I will be receiving compensation. First courses will be held in late August and/or early November of 2024. This off-duty employment will not affect my current duties as a police officer for the Winter Park Police Department.



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agenda item 4.d

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Certification of the Engineer's Eligibility List-Fire Department

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Eligibility List - Engineer



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

2024 Winter Park Fire Department Civil Service Eligibility List

The following applicants have successfully completed the Engineer promotional process and are eligible for selection to the position with the Winter Park Fire-Rescue Department:

Firefighter Ross Cravey
Firefighter Alfredo Escalera
Firefighter Connor Heiskell
Firefighter Kyle Hoag
Firefighter Nicholas Johnston
Firefighter Brittany Kelly
Firefighter Caleb Recicar
Firefighter Jacob Sleeter
Firefighter Jack Timmes



Civil Service Board

agenda item 4.e

item type

Action Items

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July 9, 2024

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Fire Departments SOG's

- SOG 210 Firefighting Practices-Special Considerations for Garden Apartment Type Complexes
- SOG 212 Response to Buildings with Automatic Fire Alarm Systems
- SOG 213 Response to Buildings with System Connections
- SOG 318 Post Exposure Prophylaxis Administration

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. WPFDD SOG 318 Post Exposure Prophylaxis Administration
2. WPFDD SOG 210 Firefighting Practices - Special Considerations for Garden Apartment Type Complexes
3. WPFDD SOG 213 Response to Buildings with System Connections
4. WPFDD SOG 212 Response to Buildings with Automatic Fire Alarm Systems



Winter Park Fire-Rescue department

WPFD.SOG
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STANDARD OPERATING GUIDELINE

Post Exposure Prophylaxis Administration

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	July 9 th , 2024	Total Pages	3

Purpose: To direct the EMS Supervisors in the event of a significant exposure of infectious material for all Winter Park Fire Department (WPFD) and Winter Park Police Department (WPPD) personnel. WPFD is committed to administering a program that will reduce the effects of exposure to a minimum and will take whatever measures are feasible to protect the health of its employees.

Scope: In the event of a significant exposure to a potentially HIV-infected patient or infectious bodily fluids, designated personnel are equipped to provide immediate time sensitive care. Antiretroviral HIV medications are most effective if given within the first hour following an exposure and may significantly decrease the possibility of the Emergency Responder becoming infected.

General: A significant exposure is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or interrupted by dermatitis) with blood, tissue, or other body fluids that are potentially infectious. [This guideline shall coincide with the Department's Exposure Control Plan \(ECP\).](#)

318.01 Definitions of Exposure

Blood, visibly bloody body fluids, semen, and vaginal secretions are considered potentially infectious. The following fluids also are considered potentially infectious:

- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Pericardial fluid
- Amniotic fluid



Blood on intact skin is NOT considered to be a significant exposure.

318.02 Reporting Procedures

Upon the realization that a significant exposure has occurred as a result of patient contact while on duty, the exposed responder should:

- Take immediate steps to flush or cleanse the exposed area with soap and water or an approved bactericidal/viricidal product (first-aid treatment).
- The Supervisor or the affected personnel shall immediately notify Winter Park Emergency Communications that a "significant exposure" has occurred. This will note the time of exposure. Have Winter Park Emergency Communications contact the on-duty EMS Supervisor and the Shift Commander.
- Gather as much information about the "source individual" as possible. ~~Include this important information on the bottom of form 318-A (Post Exposure Testing Form)~~

All information gathered is considered to be protected by HIPAA laws and shall only be given to those who have the "need to know".

- The exposed individual shall be taken off duty ~~for the remainder of the shift.~~ until cleared by the treating physician.

318.03 Duties of the EMS Supervisor

The EMS Supervisor will contact the on-call Infectious Disease Physician (IDP) ~~at 407-830-5577~~ by phone with the number provided in the ECP and have the physician directly call the exposed responder. If no contact can be made with the physician within 15 minutes from time of initial call, the EMS Supervisor shall attempt to contact the physician's directly using the two contact numbers listed on the Post Exposure ~~Prophylaxis (PEP)~~ Checklist located in the ~~PEP book~~ ECP. The ECP will be located in the following areas:

- On the EMS61 vehicle ~~or~~
- In the secure drug storage area at Station 61
- Electronically on the department's current information sharing platform(s).

If no contact can be made with either of the IDP physicians or it has been greater than 15 minutes, contact the on-duty medical director. **DO NOT CONTACT THE MEDICAL DIRECTOR UNTIL ALL THREE OF THE PHYSICIAN'S CONTACT NUMBERS HAVE BEEN ATTEMPTED WITHOUT SUCCESS.**



The EMS Supervisor shall also:

- Respond to the scene or station with the **PEP ECP** Kit and exposure forms, meet with the exposed employee, and facilitate the consultation with the infectious disease physician.

Note: All ECP medications shall be kept in secure drug storage at Station 61.

- Once the employee is interviewed by the physician, the EMS Supervisor and the employee will reconfirm the medications prescribed to the employee. Documentation shall include initial dosages, frequency, and time.
- Administer the prescribed medication(s) to the employee.
- The Medication Dispensing Form **318-A** must be completed with the required information about the patient (employee) and the prescription information. It must include the dosage of the medication, the frequency, and time.
- ~~If ordered by the IDP complete the enclosed "Post-Exposure Testing Form" form that is in the PEP Manual.~~ Mark the specific labs ordered by the IDP **on the Post Exposure Testing Form**.

Testing and follow-up consultation is scheduled with the IDP **DURING** the phone consultation. TO THE LOCATION DIRECTED BY THE IDP. The employee shall be informed by the IDP of the blood draw and the ordered labs to be completed. The IDP will determine when the exposed personnel can return to duty.

318.04 ~~Risk-Management~~ **Human Resources Notification**

The supervisor of, **and** the exposed personnel must notify ~~the City of Winter Park Risk Manager. The Risk Manager must be notified of the incident and the affected employee(s).~~ **Human Resources as outlined in the City's current injury reporting policy.** ~~The Risk Manager~~ **Human Resources** will schedule a follow-up with the employee as soon as possible.

318.05 **Alternate Exposure Liaisons**

If the EMS Supervisor is unavailable, the Shift Commander shall act as the Exposure Control Program Liaison. In the event the Shift Commander is unavailable, the ~~on-call Duty Chief~~ **Division Chief of Health and Training** will function as the Exposure Control Program Liaison.

~~Additional PEP medications shall be kept in secure drug storage at Station 61. in the event that the EMS Supervisor's vehicle is not available or additional doses are required.~~



Post Exposure Prophylaxis Administration

WPFD.SOG
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A handwritten signature in black ink, appearing to read "Dan Hagedorn", is written over a horizontal line.

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
210

STANDARD OPERATING GUIDELINE

Firefighting Practices - Special Considerations for Garden Apartment Type Complexes

Date Issued	December 6 th , 2005	Revision No.	IV/V
Last Review	July 9 th , 2024	Total Pages	6

Purpose: To establish a higher level of awareness of the difficulties presented by the layout and construction of facilities called Garden Apartments with regards to structural firefighting, and to point out special construction features of these types of buildings and the special hazards they present during firefighting activities.

Scope: This procedure shall be followed by all members of the Winter Park Fire Department (WPFD). It shall be the responsibility of the Incident Commander (IC) and the Company Officer to educate their personnel on the special considerations "Garden Apartment" complexes pose to the firefighter.

General: ~~The term "Garden Apartment" describes common Multi-Family "low-rise" dwellings and can even be featured in some small business complexes. Structures are usually constructed of lightweight combustible material and can range from 1 to 3 stories in height. The lack of access to structures in these complexes is common due to poor layout designs. Remote parking areas often keep the distance from some buildings to the location of fire apparatus over 250 feet. Additional hose lines are required to reach buildings in the inner core of these complexes. Lakes, pools and other facilities often add to the access problem for the firefighter. Add to this the problem that these buildings are often built with non-protected wood or of ordinary construction. This construction allows for rapid fire spread from building to building. A fair rule-of-thumb is that the newer the building the more rapid the fire spread. In addition, fire stops in the attics of most Garden Apartment types are inadequate to contain fire to the units of origin.~~ For the purpose of this guideline, Garden Apartments are considered to be a specific structure requiring specialized tasks in situations that require actively fighting fire. It should be regarded that the aspects of *WPFD SOG 209 Firefighting Practices - Structural_Vehicle_Wildland* as they relate to structural firefighting still be followed.



210.01 Special Hazards for Garden Apartment type Structures

Life Hazards

The life hazard is great in these types of structures due to the large number of occupants and the type of construction that leads to rapid fire spread. Loss of life may occur within the building as a result of the occupant's inability to escape. Products of combustion will spread to remote areas of the structure far beyond the immediate fire area. Primary search patterns may need to be adjusted to reflect the need to search areas near the fire. Units aside and above the unit of origin should be given priority. Secondary searches should include all units in the building of origin.

Construction Hazards

~~The type of construction used in Garden Apartment facilities lends itself to large, unchecked voids and vast areas of combustible materials. In most applications, these materials comprise the roof structures which when exposed to heat and fire failure can be catastrophic.~~

~~Fire can spread in the following ways:~~

~~1. Vertically~~

- ~~• Plumbing Shafts~~
- ~~• Vent Shafts~~
- ~~• Fireplace Enclosures~~
- ~~• Window to Window and Balcony to Balcony~~
- ~~• Stairwells~~
- ~~• Siding~~
- ~~• Partitions Exterior and Interior~~
- ~~• Ventilated Soffits from Windows~~

~~2. Horizontally~~

- ~~• Entire Building through Common Attic~~
- ~~• Common Cornice or Soffits~~
- ~~• Between Floors through joist voids~~
- ~~• Poor wall construction between units~~
- ~~• Wood and Vinyl Siding~~
- ~~• Windows and Balcony~~

~~3. Downward~~

- ~~• Burning materials falling through voids etc.~~



Collapse

~~The construction of these buildings is such that structural collapse is very likely in fire situations. A fire of any consequence has the potential of attacking the structural integrity of the building. Roofs and floors are dangerous working platforms. Continuous safety evaluations must be made to ensure early warning of a failure.~~

~~A partial collapse can be as hazardous as a full collapse. When working in or around these types of structures you must be mindful of veneered surfaces such as stucco and brick. These walls may fail and leave the major structural components standing. Heat may separate these walls from the main structure allowing it to fall away from the building and onto firefighters and equipment.~~

The term "Garden Apartment" describes common Multi-Family "low-rise" dwellings and can even be featured in some small business complexes. Structures are usually constructed of lightweight combustible material and can range from 1 to 3 stories in height. The lack of access to structures in these complexes is common due to poor layout designs. Remote parking areas often keep the distance from some buildings to the location of fire apparatus over 250 feet. Additional hose lines are required to reach buildings in the inner-core of these complexes. Lakes, pools and other facilities often add to the access problem for the firefighter. Add to this the problem that these buildings are often built with non-protected wood or of ordinary construction. This construction allows for rapid fire spread from building to building. A fair rule-of-thumb is that the newer the building the more rapid the fire spread. In addition, fire stops in the attics of most Garden Apartment types are inadequate to contain fire to the units of origin.

210.02 ~~Engine-Company-Tactical-Operations~~ Operation of First Arriving Units

The information gathered by the first arriving unit should be transmitted via radio to all units. This information will help to determine, to a large extent, the success of the overall operation.

First Arriving Fire Department Unit Shall:

- Properly position apparatus
- Establish command / Name Command using geographic location
- Provide a situation report and actions via radio to responding units
- Transfer Command as required



The FIRST ARRIVING AERIAL UNIT should attempt to remain uncommitted to a particular location until it can be determined if a rescue or elevated stream is required. If the unit is also the FIRST ARRIVING FIRE UNIT, special consideration should still be given to the proper placement of this piece of apparatus.

First Arriving Engine Company

The following items outline the basic approach to the first arriving engine company:

- Ascertain the location and the extent of fire on the fire floor
- ~~Size-Up and make an accurate arrival report~~
- ~~Establish Command and direct incoming units~~
- ~~Call for additional units as needed~~
- Advance attack lines as needed utilizing ~~1.75" and 2.5" lines as needed~~ the proper line size and length for the attack. A Blitz attack can be considered using a 2.5" line or a Ram.
 - ~~Note: Consideration should be given to utilizing a larger line and a gated "Y" appliance to afford incoming units the ability to add more attack lines to your pre-existing supply line.~~
- Attempts should be made to initiate an aggressive interior attack as soon as possible
- Interior attacks should be coordinated with proper ventilation procedures. ~~Attacks should be directed from the unburned area to the area of major involvement.~~ Interior hallways should be protected to maintain a means of egress for civilians and firefighters.
- Evaluate the extent of life safety hazards
- Determine the necessity of establishing a water supply
- ~~Advise Command when the Primary and Secondary searches have been completed~~

Second Arriving Engine Company

The following items outline the basic approach to the second arriving engine company:

- Unless otherwise directed, secure a water supply for the attack engine
- Support the 1st line if water is not yet on the fire
- Advance a second ~~1.75"~~ line of proper size and length ~~or larger if necessary~~ between the major involvement of fire and the longer end of the building. The attic space on the long end of the building and the ~~second~~ floor above the fire are normally the most severe exposures and should be covered first by the second attack line. This line should be positioned so that it will prevent the vertical and horizontal extension of fire.



- ~~• Assist in performing the secondary search of areas most in danger of fire and smoke spread~~

Third Arriving Engine Company or Rescue Unit Crew

The following items outline the basic approach to the third arriving engine company:

- Unless otherwise directed, advance a third 1.75" or larger attack line between the major involvement of fire and the short or opposite end of the building. The idea of this line is to prevent the extension of fire into the units on the opposite side of the fire
Note: All attempts should be made to keep this line from forcing the fire back into the unit of origin. Forcing the fire back into the unit of origin could prove dangerous to those firefighters inside. Constant communication and coordination is required before these lines are utilized.
- Be prepared to initiate RIT functions in accordance with *WPFD SOG 239 Rapid Intervention Team - Two-In Two-Out* if not already established by Command

First Arriving Truck Company

The following items outline the basic approach to the first arriving truck company:

~~210.03~~ ~~Truck Company Operations~~

~~Rescue and Ventilation~~

- Rescue - ~~Assist the initial attack crew with the~~ Perform primary search and removal of occupants. (Consider Roof Rescue Bag for Outside Truck)
- Secure the utilities as required
- Ventilation - Establish a Ventilation Group and coordinate ventilation of the structure with the attack crew through Command

Refer to *WPFD SOG 218 Truck Company Operations*

210.03 Command Considerations

First Arriving Battalion Chief

The following items outline the basic approach to the first arriving Battalion Chief:



- Position to best view as many sides of structure as possible and for best immediate advantage
- Objectives:
 - Report "On Scene" status and assume Command
 - Determine location and extent of fire
 - Evaluate potential life hazards
 - Assess initial operations
 - Determine the need for additional alarms
- Actions:
 - Via Radio, assume Command and provide geographical location of the Command Post
 - Via Radio, contact all operating units and obtain intelligence, reference to objectives
 - Evaluate the need and ensure that the 2-in / 2-out rule is met and RIT is established in accordance with *WPFD SOG 239 Rapid Intervention Team - Two-In Two-Out* where applicable
 - Establish Divisions/Groups as needed: Resource, Treatment, Rehab, Support, Staging, etc.

210.04 Special Considerations

Due to the lightweight construction and the potential for rapid fire spread, CAUTION MUST BE EXERCISED WHEN ASSIGNING PERSONNEL TO VENTILATION TASKS ON THE ROOFS OF GARDEN APARTMENT TYPE STRUCTURES. SPECIAL CONSIDERATIONS MUST BE MADE BEFORE PUTTING PERSONNEL ON LIGHT TRUSS ROOFS.

Trench Ventilation (strip ventilation) and interior attack may prevent the spread of fire. [This is a very labor intensive operation and could tax resources available to the scene.](#)

If master streams are utilized, they should only be used when all personnel have been removed to the exterior of the building. This action should only be used during DEFENSIVE ATTACKS.

Determine the location and extent of the fire. All information should be relayed to Command.

Provide support for interior operations being performed by the Engine Companies. Ventilate openings as needed and as you go.



Firefighting Practices - Special Considerations for Garden Apartment Type Complexes

WPFD.SOG
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A handwritten signature in black ink, appearing to read "Dan Hagedorn", is written over a horizontal line.

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
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STANDARD OPERATING GUIDELINE

Response to Buildings with System Connections

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	July 9 th , 2024	Total Pages	2

Purpose: To establish a procedure for Winter Park Fire Department (WPFD) personnel to follow when responding to buildings with Fire Suppression Systems.

Scope: This procedure is to be followed by all WPFD personnel. Authority to deviate from this procedure rests with the Shift Commander or their designee, who is solely responsible for the results of any deviation.

General: When responding to ~~any~~ property equipped with a system connection the following procedures are to be followed. *If the property meets the definition of a High Rise per the National Fire Protection Association, or a 'High Rise Attack' has been declared by Command, refer to WPFD SOG 211 Tactical Planning for Fires in High-Rise Buildings.*

213.01 Operational Considerations

All first due engine companies should attempt to position themselves in an area that will afford the company officer the ability to view a least three sides of the fire building prior to stopping the apparatus. In many cases, this will require that the engine be stopped past the front of the building. Company officers should keep in mind that the location of an aerial device will require a frontal or corner location to the structure.

If the building is equipped with a supplemental fire suppression system, the first arriving Engine should consider what will be required for ~~the second due engine company~~ to supply the system(s) and not block their means of access to the location.

The first due engine should also remember they might be required to reverse lay a supply line to the water source, depending on the location of the building and the supply of water to be utilized. In most cases, the second due engine company will be assigned water supply.



All second due engine companies will be responsible to position themselves to complete the connection to the fire control systems in the building. If the first due engine is in a better location to complete the connection, the company officer should relay this information to the second due engine company as soon as possible. In addition, they should be prepared to assume another assignment [from Command](#).

All personnel should keep apparatus placement in mind when locating at an emergency scene. Specialized units such as aerial devices, rescue units, and command vehicles should be considered. Engine companies should leave adequate room for aerial devices in the front, or front corners of the structure, for access.

All system connections that are ordered to be charged should be supplied ~~to maximum output~~ [as outlined in the current edition of the Pumping Apparatus Driver/ Operator Handbook](#). A supply engine should be used from the hydrant or other water supply.

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
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STANDARD OPERATING GUIDELINE

Response to Buildings with Automatic Fire Alarm Systems

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	July 9 th , 2024	Total Pages	4

Purpose: To establish a procedure for Winter Park Fire Department (WPFD) personnel to follow when responding to buildings with Automatic Fire Alarm (AFA) Systems.

Scope: This procedure is to be followed by all WPFD personnel. Authority to deviate from this procedure rests with the Shift Commander, who is solely responsible for the results of any deviation.

General: When responding to any property equipped with an automatic fire alarm, or manually operated alarm system the following procedures are to be followed.

212.01 Operational Guidelines for AFA Responses

- The first arriving unit should locate the proper building(s), or any part of the building(s) involved by the annunciator panel and inform the other arriving units of the status of the system.
- Search the building(s) if there is no apparent problem, try to determine why the system activated.
- After completion of the above, **and no hazard exist**, the alarm system should be placed back in operation by the building maintenance personnel. Fire crews ~~should not become concerned with placing back into service any fire alarm system.~~ **may assist with resetting the system. Confirmation that a system has been restored can be used as a diagnostic tool to confirm no hazard exist.**
- Notify the owner, manager, or other personnel acting in the above capacity of the actions taken by WPFD, what was found, and whether the system is in operating condition, or what part of the system is not operating.



- Get the name of the owner, manager, or other personnel you notified of the system's condition. Include this information in the fire report.
- Any time an alarm system is left out-of-service, or part of the system needs maintenance, the responsible company officer is responsible for notifying the Office of the Fire Marshal. They, in turn, will follow through with the owners or monitoring agency of the property.
- Alarm systems are mandated by Code in most occupancies and should not be taken out-of-service by WPFD Fire-Rescue personnel. As an absolute last resort, a system should only be taken out-of-service by the owner or an authorized representative of the owner for a period of four hours. If this is done, include the owner's name and address in the fire report. The Office of the Fire Marshal should be notified as soon as possible of any problems with any alarm system.
- Before a system is considered reset, "Winter Park" should be contacted to see if the system has been returned to the normal status. A call to the monitoring agency is usually needed.
- The alarm company shall always be referred to as the "monitoring agency" so as not to draw attention to one particular agency that may be experiencing a problem.

212.02 Operational Response

A reported Automatic Fire Alarm will require the response of 2 Engines, 1 Truck, and 1 Battalion Chief as outlined in *WPFD SOG 201 Unit Assignments Emergency Response*.

First Arriving Unit

- Establish Command
- Perform initial Size Up and Report
- Locate the fire alarm control panel (FACP) and report the findings
- Investigate as needed

Second Arriving Unit

- Position Apparatus for personnel and equipment deployment for support of the first arriving unit.

Third Arriving Unit ~~(As assigned by an Upgraded Response)~~

- Level one staging at closest Establish Water Supply ~~to the buildings standpipe/sprinkler system. Only charge the system under direction of the Incident~~



~~Commander (IC). If the fire attack is being made from the ground, a water supply should be established to the engine supporting the attack lines.~~

- ~~• Refer to Firefighting SOGs as applicable for upgraded responses.~~

Responding Truck Companies or Aerial Apparatus

- The assignment of a Truck Company or other aerial apparatus to water supply, standpipe operations, FDC, or other system connections by a specialized unit should be carefully considered by the IC. [When responding from Station 61, Truck 61 will assume priority response and will be responsible for the actions of First Arriving Unit if necessary.](#)

212.03 Operational Considerations

- During times when multiple calls are being answered (i.e. during storm status), the Shift Commander may alter response assignments to reports of activated AFAs. A minimum of one (1) fire-rescue unit must respond to all reported AFAs, no matter the conditions.
- In situations when easy access is not available to the structure, WPFD personnel should use any and all means necessary to determine if a fire actually exists within the building. This would include the utilization of KEY BOX access keys, raising ladders to upper floors, viewing through windows etc.
- When unable to access the structure or parts of the structure, crews should be on the scene for a minimum of 20 minutes before considering the alarm false and leaving. Conditions while operating under Storm Status may dictate a need to leave the scene prior to the 20 minutes. If the officer in charge (OIC) is satisfied that no fire exists within the structure without gaining full access to the building, the scene may be released and the alarm regarded as false.

If on the other hand, it cannot be determined from an exterior examination of the building that a problem exists, the OIC should decide if forced access is required.

- If forced access is required, care should be taken to reduce the amount of damage. A building representative should be contacted to respond to the scene to assist with gaining access.

If the decision is made to make forced entry to a property, the IC shall contact "WINTER PARK" and request the assistance of the law enforcement.



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- All means available should be used to determine the nature of the alarm and its validity before the release of the scene by the IC. Additional units can be requested as needed when information dictates hazardous conditions are present.

A false alarm billing form must be filled out for every commercial fire alarm regardless of the cause and forwarded to the Office of the Fire Marshall. A false alarm billing form must be filled out for every residential fire alarm caused by an alarm technician and/or contractor and forwarded to the Office of the Fire Marshall.

A handwritten signature in black ink, appearing to read "Dan Hagedorn", is written over a horizontal line.

Dan Hagedorn
Fire Chief



Civil Service Board

agenda item 6.a

item type

Staff Updates

meeting date

July 9, 2024

prepared by**approved by****subject**

Police Department

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Civil Service Board

agenda item 6.b

item type

Staff Updates

meeting date

July 9, 2024

prepared by**approved by****subject**

Fire Department

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None